



Telework and Community-Based Positions

District Telework Policy

Generally, District government employees may not routinely telework more than 1 day per week. Having a physical presence allows employees to better serve customers, residents, and the District. In-person fosters collaboration and excellence in providing high-quality services our residents expect. Employees physically report to their work locations to support the city and its residents.

Exemption for Community-Based Positions

The District government recognizes that employees in certain positions directly serve the community in front-line roles, while also performing some in-office desk work as part of their regular duties. The District further recognizes that these schedules can be fluid, dynamic, and change week to week. Thus, positions with regular duties that include direct field work within the District of Columbia in combination with regular in-office work are exempt from the 1-day routine telework limit.

Community-Based Positions

Community-based positions are positions with primary functions that involve physical work in the field or direct supervision of employees in the field. These positions typically do not have a “regular place of work” or established duty site. These positions generally involve work at temporary and continuously changing locations, which can range from a few days to months.

Examples of community-based positions include, but are not limited to:

- **Social workers**, who perform physical site visits and checks. In addition to field work, these employees also work in-office to file, process, and manage reports and cases.
- **Building inspectors**, who must go to and inspect District government buildings to ensure they meet building and safety codes and also file any necessary reports.
- **Investigators**, who must physically go to locations within the District of Columbia to perform their investigations within the District of Columbia, and who must subsequently write reports of their findings.
- **All other positions** in which an employee’s primary duties require a physical presence within the District of Columbia (field work), and whose duties also comprise of in-office work (desk work).

This exemption does not apply to any position whose regular duties do not include any fieldwork. For example, human resources staff who provide administrative support to social workers **are not exempt** from the 1-day per week routine telework policy.

NOTE: While community-based positions may telework more than 1 day per week, the agency ultimately has discretion as to how many telework days an employee is permitted to have.